



VEHICLE USAGE POLICY

Revision 1.1.2026

I. SCOPE

This policy sets the expectation for Atwell employees in the operation and maintenance of a company vehicle. Atwell, LLC will provide its employees with safe, dependable transportation. In turn, employees are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary to continue to drive a company provided vehicle on company business.

II. DEFINITIONS

Accident/Incident - an unforeseen and unplanned event or circumstance

Assigned Driver – any driver authorized to drive an Atwell vehicle, with a vehicle assigned to them to drive. The assigned driver is responsible for all audits, maintenance reports and ensuring repairs are done on the vehicle.

Authorized/Occasional Driver – any driver authorized to drive a company vehicle, only driving once in a while, not responsible for audits/maintenance reports

Company Vehicle – any vehicle that is owned, leased or rented for business purposes

Driver – the operator of a motor vehicle

Emergency Repair - an unforeseen or sudden occurrence, demanding immediate remedy or action

Fleet Lead – designated contact in each office, responsible for assisting the assigned drivers with monthly audits, maintenance reports and acquiring quotes for repair.

Personal Vehicle –any vehicle not owned by Atwell LLC being driven by an Atwell employee on a reimbursement agreement

Tobacco Free - includes tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.

Turnover – the action of returning a company vehicle; either by termination, separation or change of vehicle.

III. REQUIREMENTS

Any driver of a company vehicle (or driving on company business in any manner) must meet the following requirements:

1. Possess a valid driver's license
2. Maintain an acceptable driving record
3. Follow the guidelines stated in this policy at all times

IV. USE OF VEHICLE

As an employee of Atwell, being provided a company vehicle is to assist in your job. Its use is strictly limited to business purposes. It may not be used for personal reasons.

Pulling personal campers/boats/trailers with Atwell owned or leased vehicles is strictly prohibited.

Loaning the vehicle to friends, neighbors, relatives or anyone else is in violation of company policy.

Transporting strangers or hitchhikers is a violation of company policy.

Supervisors are responsible for ensuring that employees under their direction comply with all elements of this policy.

V. VEHICLE CARE

All vehicles whether logoed or not are the first impression of Atwell. Employees are expected to keep the interior and exterior of the vehicle in presentable condition. All company-provided vehicles are designated as tobacco free areas. You are expected to keep your vehicle in a clean, well-maintained condition.

VI. MAINTENANCE AND REPAIR

Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average or neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action.

It is the driver's responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

1. Change oil according to the manufacturer's suggested maintenance schedule
2. Keep tires inflated to the proper PSI rating
3. Have tires rotated every 10,000 miles
4. Frequently inspect belts and hoses for cracks, leaks or loose fittings

Assigned Drivers will conduct safety inspections on the GeoTab driver app at least once per week or daily for DOT drivers. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All these factors are under the driver's control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear. Weekly/daily (DOT) audits will help facilitate this process. Any charge/purchase over \$100 must be approved by the Fleet manager and/or Supervisor in writing before the charge/purchase is made. The Fleet Lead will assist the driver to obtain 2 (two) quotes and submit to fleet@atwell.com for approval and once written approval is obtained, the driver of the vehicle will ensure that all repairs are completed in a timely manner.

VII. FUEL CARD

Enterprise fuel cards are issued for fuel purchases for Atwell vehicles only. The card is to be kept in the vehicle. The fuel card is not to be used for personal vehicles or nonbusiness purposes. The driver should always use the PIN specifically issued to them and use current mileage when purchasing fuel. Employees should never share their PIN with another employee. Fuel cards are not to be traded or shared between vehicles/employees. The PIN on the fuel card is unique to the driver and identifies the purchases made by that card/employee. Using Atwell fuel cards for any purpose other than official Atwell business is considered theft of company property and may result in loss of driving privileges and

disciplinary action up to and including termination of employment. Should issues arise with the fuel card, contact fleet@atwell.com.

VIII. SAFETY

It is Atwell's Driver Safety policy (Fleet Manual) that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is the guideline to not carry more passengers than the number of occupant safety restraint systems in the vehicle. Drivers are responsible for wearing and enforcing the use of safety restraints by all occupants.

1. Driving requires the driver's full attention. Avoid all distraction. Concentrate on the other driver by assuming that person will not do what is expected.
2. Drive defensively. Consider all vehicles as potential accidents looking for a place to happen.
3. Beware when entering intersections. Always count to two before entering an intersection from a stoplight or stop sign.
4. Signal entry onto freeways and stay in the center or inside lane for ease of emergency maneuvering.
5. Do not drive aggressively and yield the right of way. Assume the other driver will not yield.
6. During winter driving, use caution as bridges are slippery and freeze before roads.
7. Drivers must operate a vehicle only at a speed appropriate to the road, traffic and weather conditions.
8. Loose items that could be blown out of pickup boxes, off the flatbed or out of a trailer should be secured before driving the vehicle.
9. Backing in parking or first move forward when parking a vehicle. Upon arrival a driver's objective must be to legally park in a position where their first move upon departure will be forward. It is the responsibility of the vehicle operator to make a thorough assessment of the area before moving the vehicle. When possible, a spotter should be used to prevent an incident. Examples of parking or first move forward.
 - i. If possible, pull straight into a non-angled parking space so that you can move forward when you leave instead of having to back out into traffic.
 - ii. As a second alternative, back into a non-angled parking space so that you can move forward when you leave instead of having to back up into traffic. The suggested method:
 1. First drive past the parking space you intend to park in to observe space is clear of any obstructions.
 2. Proceed to back in parking space slowly while looking back and periodically using all mirrors. Try to obtain a spotter to help back into the space.
10. Prior to backing a vehicle with trailer, the driver should get out of the cab and assess the area into which the vehicle is to be backed. Look for obstructions, low hanging electrical wires, tree branches, parked cars, pedestrians or people in the area and any potential for traffic to pass behind while backing. Roll down the window and turn off the air conditioner and radio while backing so any warning sounds can be heard. Try to obtain a spotter to help back into the space.

11. Turn signals should be used at all times, especially for parking, lane changes, and all turns in shopping and office center parking lots.
12. Always keep a full level of windshield washer solvent.
13. Before night driving, wipe off your headlights.
14. Headlights on for safety.

IX. CELL PHONE USAGE

1. A personal electronic device such as Cell phone and Blackberries, etc. use is prohibited while driving. Hands-free/Bluetooth devices are an alternative. Allow voicemail to handle your calls and return them when safe. Reference Atwell's Fleet Manual.
2. All Atwell employees must comply with any applicable Federal, State, County and municipal regulations regarding cell phone usage.
3. If you need to place or receive a lengthy call, pull off the road to a safe location and stop the vehicle before using your phone
4. Ask a passenger to make or take the call
5. Inform regular callers of the best time to reach you based upon your driving schedule
6. Drivers shall not text or send Emails while driving company vehicles

Any accident resulting from negligence due to phone or hands-free device usage will be subject to the at-fault conditions as described in the Incident Investigation and Reporting Policy in the Fleet Manual.

X. OTHER COMPANY POLICIES

Firearms, ammunition or other weapons are not allowed on owned or leased company premises including company vehicles. Possession of weapons on company property by anyone other than a licensed law enforcement officer is grounds for disciplinary action.

Drivers are not to transport any hazardous material or waste in company vehicles or in any vehicle while on company business unless such hazardous materials are ordinarily handled by the company as part of normal business operations. Non-hazardous materials transported in a company vehicle or in any vehicle while on company business that may potentially cause injury because of sudden impact must be properly secured.

Employees using personal vehicles on behalf of the business (reimbursement agreement) should provide a certificate of insurance from their personal auto carrier with minimum limits of \$100K/300K/100K. Below is an explanation of how to understand auto insurance liability minimums.

1. First number: Bodily injury liability maximum for one person injured in an accident.
2. Second number: Bodily injury liability maximum for all injuries in one accident.
3. Third number: Property damage liability maximum for one accident.

Vehicles should be locked when parked on the premises, job sites, stopping temporarily such as at convenience stores or anytime that the vehicles are left unattended.

Under no circumstances should radar detectors, laser detectors or any other radar-detecting devices be used in a company vehicle.

Damage due to smoking will be charged back to the driver.

Employees must report defects or damage to the Fleet Lead immediately. The Fleet Lead will assist the driver to obtain 2 (two) quotes and submit to fleet@atwell.com for approval and once written approval is obtained, the driver of the vehicle will ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

Vehicle Service and Maintenance Intervals

Vehicle service and maintenance intervals are determined by the vehicle manufacturer. Maintenance will be performed by a qualified auto or truck mechanic. A signed and dated record of all maintenance work must be forwarded to fleet@atwell.com and a copy kept in the vehicle file. Vehicles that are unsafe to drive must be placed out of service until repairs are completed.

Records kept on company vehicles

This company keeps the following records on each company-owned vehicle:

1. Monthly vehicle audit. Identifies damage/defective equipment and real time information on vehicle condition.
2. Vehicle history report. Provides a complete history of the costs of maintenance, parts, and labor associated with the vehicles.

If you are negligent in the care of a company-provided vehicle resulting in a financial loss or excessive repair, Atwell will charge back to you, the fair market value of that cost.

XI. TURNOVER AUDITS

Turnover audits are to be performed on all company vehicles when they are returned due to termination, separation or exchange of vehicle. If the driver is exchanging vehicles, an audit needs to be done before the driver accepts responsibility for that particular unit. A new acknowledgement will need to be completed at the time of turnover for the new vehicle.

XII. ROADSIDE EMERGENCY SAFETY

Roadside emergencies should be handled as follows:

1. During work hours, the driver must first call a supervisor to notify them of the issue and then call the Fleet Manager at 810.358.9967, with issue and cost for approval. After verbal and written approval has been given, the driver of the vehicle will ensure that all hazards are repaired promptly.
2. After work hours, verbal and written approval must be obtained from the driver's immediate supervisor. All receipts and approvals will then be forwarded to fleet@atwell.com within 24 hours of the repair.

Emergency repairs are an unforeseen or sudden occurrence, demanding immediate remedy or action; not repairs that can be made at a later date.

XIII. MOTOR VEHICLE CHECK

Continued eligibility to drive a company-provided vehicle, or driving on company business in any manner, requires each driver to maintain a safe and clean driving record. This means that Atwell, LLC reserves the right to review driving records at least once every year.

XV. ACKNOWLEDGEMENT FORM FOR ASSIGNED DRIVERS

Upon accepting employment with Atwell, LLC (hereinafter referred to as the Company), I will be allowed to use a Company vehicle to perform my job duties. As such, the vehicle is a tool related to the performance of specific jobs. Therefore, should I be transferred or promoted in the future to a position within the Company for which a vehicle is not deemed an appropriate or necessary tool, I will cease to have the use of the vehicle.

I am aware that commuting to and from work with a Company assigned vehicle is considered personal use and is therefore a taxable fringe benefit of \$3.00 per workday. This will be reflected in my wages and will be subject to income taxation to remain compliant with IRS regulations.

I agree to abide by the following when a Company vehicle is in my care, custody or control:

- A. I will use the Company vehicle only for Atwell business and never for personal use unless specifically authorized, in writing, by my supervisor or another Company person having authority to authorize such use.
- B. The vehicle must be maintained in accord with this company's maintenance requirements. Employees must report all mechanical problems to their Fleet Lead immediately.
- C. If personal use of the vehicle is specifically authorized, only I will drive the vehicle.
- D. I will practice sound defensive driving techniques and otherwise exercise reasonable care in the operation of the Company vehicle.
- E. When used for company business, only company employees or other persons being transported for business purposes will be allowed to ride in or enter the Company vehicle, and only other authorized company personnel will be permitted to drive it.
- F. I will not drive the Company vehicle while consuming alcoholic beverages or other drugs or while under the influence of alcohol or other drugs, nor will I allow anyone else to do so. I understand that violation of this policy may mean termination of my employment.
- G. I will obey all traffic laws, ordinances, and regulations pertaining to the operation of motor vehicles. I will pay any fines, parking tickets, or other assessments for violations of traffic laws, ordinances, or regulations imposed on me. I acknowledge fines paid by me for any violations of such motor vehicle laws, ordinances, or regulations are totally my responsibility and will not be reimbursed by the Company.
- H. I will wear a seat belt at all times and will require all passengers to do so as well. I understand that failure to do so will result in disciplinary action up to and including termination.
- I. Prior to driving the vehicle, I will check tires, lights, wipers, horn, turn signals, rear view mirrors, and brakes to be sure they appear to be in safe operating condition. If defects are noted, I will promptly report and/or have them repaired as appropriate.
- J. In the event of an accident, I will promptly comply with the Company automobile accident reporting procedures in the Fleet Manual.
- K. Automatic drug testing and MVR checks will occur after incidents involving vehicles. After each incident, regardless of who is at fault, the appropriate manager will require a drug test within 2 (two) hours and obtain the driver's motor vehicle record (MVR) within thirty business days.
- N. Modifying or adding an accessory(s) to a company vehicle without prior written authorization is prohibited.

- O. Enterprise/Atwell fuel cards are issued for fuel purchases for Atwell vehicles only. The card is to be kept in the vehicle. The fuel card is not to be used for personal vehicles or nonbusiness purposes.
- P. Atwell fuel cards are not to be traded or shared between vehicles/employees. The PIN on the fuel card is unique to the driver and identifies the purchases made by that card/employee.
- Q. Atwell fuel card PIN numbers must be relayed to the fleet department to be assigned and can be last 4 of SSN or any 4-digit PIN not already in use.
- R. Using Atwell fuel cards for any purpose other than official Atwell business is considered theft of company property and may result in loss of driving privileges and disciplinary action up to and including termination of employment

These policies have been fully explained to me, and I understand the contents of the Company Vehicle Policy. I am aware that the failure to abide by these policies will result in disciplinary action, up to and including termination of my employment with Atwell, LLC.

I have read and agree to abide by all the policies and procedures in this policy and I understand my responsibilities to drive safely and maintain a safe vehicle. I give permission to Atwell, LLC to secure my driving record at any time.

Name (Please Print)

Signature

Date

XVI. ACKNOWLEDGEMENT FORM FOR AUTHORIZED DRIVERS

I agree to abide by the following when a Company vehicle is in my care, custody or control:

- A. I will use the Company vehicle only for Atwell business and never for personal use unless specifically authorized, in writing, by my supervisor or another Company person having authority to authorize such use.
- B. The vehicle must be maintained in accord with this company's maintenance requirements. Employees must report all mechanical problems to their Fleet Lead immediately.
- C. If personal use of the vehicle is specifically authorized, only I will drive the vehicle.
- D. I will practice sound defensive driving techniques and otherwise exercise reasonable care in the operation of the Company vehicle.
- E. When used for company business, only company employees or other persons being transported for business purposes will be allowed to ride in or enter the Company vehicle, and only other authorized company personnel will be permitted to drive it.
- F. I will not drive the Company vehicle while consuming alcoholic beverages or other drugs or while under the influence of alcohol or other drugs, nor will I allow anyone else to do so. I understand that violation of this policy may mean termination of my employment.
- G. I will obey all traffic laws, ordinances, and regulations pertaining to the operation of motor vehicles. I will pay any fines, parking tickets, or other assessments for violations of traffic laws, ordinances, or regulations imposed on me. I acknowledge fines paid by me for any violations of such motor vehicle laws, ordinances, or regulations are totally my responsibility and will not be reimbursed by the Company.
- H. I will wear a seat belt at all times and will require all passengers to do so as well. I understand that failure to do so will result in disciplinary action up to and including termination.
- I. Prior to driving the vehicle, I will check tires, lights, wipers, horn, turn signals, rear view mirrors, and brakes to be sure they appear to be in safe operating condition. If defects are noted, I will promptly report and/or have them repaired as appropriate.
- J. In the event of an accident, I will promptly comply with the Company automobile accident reporting procedures in the Fleet Manual.
- K. Automatic drug testing and MVR checks will occur after incidents involving vehicles. After each incident, regardless of who is at fault, the appropriate manager will require a drug test within 2 (two) hours and obtain the driver's motor vehicle record (MVR) within thirty business days.
- N. Modifying or adding an accessory(s) to a company vehicle without prior written authorization is prohibited.
- S. Enterprise/Atwell fuel cards are issued for fuel purchases for Atwell vehicles only. The card is to be kept in the vehicle. The fuel card is not to be used for personal vehicles or nonbusiness purposes.
- T. Atwell fuel cards are not to be traded or shared between vehicles/employees. The PIN on the fuel card is unique to the driver and identifies the purchases made by that card/employee.
- U. Atwell fuel card PIN numbers are the last 4 (four) numbers of the employees social security number if not already in use.

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- V. Using Atwell fuel cards for any purpose other than official Atwell business is considered theft of company property and may result in loss of driving privileges and disciplinary action up to and including termination of employment

These policies have been fully explained to me, and I understand the contents of the Company Vehicle Policy. I am aware that the failure to abide by these policies will result in disciplinary action, up to and including termination of my employment with Atwell, LLC.

I have read and agree to abide by all the policies and procedures in this policy and I understand my responsibilities to drive safely and maintain a safe vehicle. I give permission to Atwell, LLC to secure my driving record at any time.

Name (Please Print)

Signature

Date

XVII. ACKNOWLEDGEMENT FORM FOR FIELD PERSONNEL USING PERSONAL VEHICLES FOR PROJECT RELATED COMPANY BUSINESS

Before being permitted to drive your personal vehicle on behalf of Atwell, LLC, you are required to read and sign the agreement below. Whenever you are driving on behalf of Atwell, either in your own vehicle or any vehicle the organization owns, the following rules apply:

Authorization to use a personally owned vehicle for company business is permitted under the following conditions:

- A. Employees and passengers must wear seat belts while the vehicle is in motion.
- B. Employees must have the appropriate license to operate their vehicles.
- C. Employees must provide a certificate of insurance from their personal auto carrier with minimum limits of \$100K/300K/100K.
- D. Employees must provide proof of insurance upon hire and each time their policy is renewed or updated. Keeping appropriate/continuing insurance coverage is a condition of your hire.
- E. Employee must adhere to the Safety Equipment requirement for Atwell vehicles, which includes first aid kits, fire extinguishers and a roadside emergency kit.
- F. Employee must follow all client vehicle requirements while on client property and operate the vehicle in a professional manner.
- G. Employees must notify this company of all vehicle accidents or violations involving vehicles driven on company business.
- H. Atwell is authorized to review the driver's MVR annually if the driver is an Atwell employee.
- I. The vehicle owner is responsible for maintaining a safe vehicle. Atwell may require copies of maintenance records of vehicle.
- J. Employees are not allowed to operate vehicles while under the influence of alcohol, drugs, or other medications that could impair their ability to drive safely.
- K. Employees must always comply with all state and federal laws and regulations.
- L. Employee will obey all traffic laws, ordinances, and regulations pertaining to the operation of motor vehicles. Employee will pay any fines, parking tickets, or other assessments for violations of traffic laws, ordinances, or regulations imposed on me. Employee acknowledges fines paid for any violations of such motor vehicle laws, ordinances, or regulations are totally the employee's responsibility and will not be reimbursed by the Company.

These policies have been fully explained to me, and I understand the contents of the Company Vehicle Policy. I am aware that the failure to abide by these policies will result in disciplinary action, up to and including termination of my employment with Atwell, LLC.

I have read and agree to abide by all the policies and procedures in this policy and I understand my responsibilities to drive safely and maintain a safe vehicle. I give permission to Atwell, LLC to secure my driving record at any time. Agreement Effective as of this _____ day of _____, 20 ____.

Name (Please Print)

Signature

Date